



The MacKenzie Camp Society

Box 133, Armstrong, BC V0E 1B0

Camp: 250-838-6293

website: www.mackenziecamp.ca

Email: maccamp@shaw.ca

WATERFRONT DIRECTOR

REPORTS TO: Camp Director/Board Designate/Chair of Personnel Committee

REQUIREMENTS:

- Bronze cross, NLS certification
- At least 19 years old
- Experience planning waterfront games/ activities.
- Complete and pass all pre-camp training courses and instruction required by MackenzieCamp.
- Must consent to a Criminal Records check.

JOB SUMMARY:

The Waterfront Director has the ultimate responsibility of ensuring the safety of all persons involved in water-based activities, and has authority over all persons at the waterfront, whether they be on the beach, in the water or in a boat. The Waterfront Director has the assistance and cooperation of the Assistant Waterfront Director / Lifeguard. The Waterfront Director can designate his/her responsibility temporarily to the LifeGuard. Any staff person can also be asked to help at the waterfront, and will take direction from the Waterfront Director.

THE WATERFRONT DIRECTOR, AND HIS/HER DESIGNATE, MUST BE RESPECTED AT ALL TIMES AND BY ALL PERSONS AT THE WATERFRONT.

JOB RESPONSIBILITIES:

1. The Waterfront Director, together with the Assistant Waterfront Director, can design and implement a creative waterfront program, in compliance with the safety standards set by BCCA (16.1-16.46). The program needs to work with swimming, canoeing, and kayaking programs already in place.
2. Coordinate with the Camp Director the timing of water activities.
3. The Waterfront Director must ensure that waterfront rules are clearly posted at the beach.
4. All leaders and volunteers are expected to follow camp waterfront policy (see Waterfront Policy). Permission is required from Waterfront Director to go down to the beach when Lifeguard is not there.
5. Waterfront Policy and Procedures must be taught to all staff during the week of training.
6. The Waterfront Director trains and ensures that spotters, in a ratio of 1:15 are on duty whenever there are campers at the beach.
7. The Waterfront Director will also be a Counsellor and will have the responsibility of supervising a cabin of campers. He/she must be aware of the job description of **Counsellor #040**. While working at the waterfront this person will need to ensure that a capable counsellor is with his/her campers.
8. The Waterfront Director will be present for all camp training and be familiar with all Policies and Procedures. As a member of staff the Waterfront Director will participate in camp activities.

“Behold the Power of Camp!”

9. The Waterfront Director is responsible for the correct placement of buoys that mark the swim area and known water hazards. As the lake depth recedes, the buoys need adjusting.
10. The Waterfront Director and Life Guard must test swimming ability of each camper on the first day of camp. Non-swimmers are to be discretely identified and must wear life jackets.
11. The Waterfront Director is responsible for the daily checking of all waterfront equipment, the waterfront area, ensuring it is clean and in safe operating condition. This job is shared with the Lifeguard but **is the ultimate responsibility of the Waterfront Director**. This double check is a safety measure. see Daily Waterfront **Log # 22-21**
12. The Waterfront Director will ensure a sign is posted at the waterfront stating that boats are to be used by authorized people only in compliance with MacKenzie Camp insurance.
13. Any nonemergency injury that occurs at the waterfront is treated at the beach and is reported to the First Aid Attendant. In the event of an emergency incident the whistle is blown 3 times, everyone comes out of the water, and First Aid Attendant is in charge.
14. The Waterfront Director will complete appropriate forms in the event of a waterfront emergency (**Form 22-09**)

WATERFRONT EQUIPMENT INCLUDES:

- A non-conductive 12 foot reaching pole with a blunt hook.
- A throw ring with a 1/4' rope half the length of the swim area plus 10 feet.
- WBC #2 first Aid Kit.
- Paddle board or other flotation assists.
- Binoculars
- Drowning marker
- Spine board
- Emergency sounding device (air horn).
- Life jackets, paddles, boats bailers, ropes.
- Skin diving equipment
- Guard boat for supervision.
- WCB approved oxygen tank with one way mask.
- Resuscitation bag, mask and oral airway.

SUPERVISION:

The Waterfront director will work closely with the Lifeguard, ensuring the job descriptions and programs are being fulfilled. The Camp Director will also be involved with waterfront activities and give feedback to the waterfront staff. At any time, the Waterfront Director can bring a concern to the Camp Director and/or the Society Chair or Board Liaison.



SAFETY:

1. Ensuring the **Waterfront Safety Plan (Sec. V)** is strictly followed
2. Supervision of all boats, and boating activities is essential.
3. All campers and staff must always wear a properly fitting life jacket when in a boat.
4. Posted, enforced rules and dependable equipment (PFDs) are required.
5. Trained spotters, staff that understands and respects the rules.
6. Assistant Waterfront Director and Waterfront Director who exerts their authority at the waterfront to ensure safety at the waterfront.

NOTE: MACKENZIE CAMP IS A DRUG FREE ENVIRONMENT. THE BOARD OF DIRECTORS EXPECTS THAT STAFF BE HEALTHY ROLE MODELS FOR CAMPERS. NO ADDICTIVE SUBSTANCES, ILLEGAL DRUGS, ALCOHOL, TOBACCO, OR MARIJUANA ARE ALLOWED.

Reviewed: Feb, 2011;
Revised: Nov, 2020